



Procurement Director Model Position Description

Major Responsibilities and Duties

The Procurement Director works under the supervision of the Chief Executive Officer. The Procurement Director ensures that all procurement transactions are implemented in accordance with the MCC Program Procurement Guidelines (PPG); consolidates and oversees all procurement activities; and reports on the progress of these activities.

The Procurement Director serves as the primary liaison between the Procurement Agent(s), MCC and outside entities from a variety of specialized sectors on all procurement activities, and facilitates the smooth interplay between and among all elements of the procurement process. A key aspect of this responsibility involves synchronizing the substance and process elements of procurement activities.

In addition, the Procurement Director:

- Coordinates the functions of the MCA Entity and the Procurement Agent(s) in implementing the compact program, including identifying initial procurement needs and organizing procurement operations.
- Reviews the solicitation documents, Procurement Plans, Contractor Past Performance Reports (CPPRs) and all other required documents prepared by the Procurement Agent(s) and recommends any necessary changes or improvements to ensure they comply with the MCC Program Procurement Principles and the PPG and that they meet the procurement needs of the MCA Entity.
- Reviews the MCA Entity's Procurement Operations Manual (POM) prepared by the Procurement Agent(s) and recommends any necessary changes or improvements to ensure it responds to the operational reality of the MCA Entity.
- Ensures that the Procurement Agent(s) act consistently with the approved POM.
- Monitors compliance by the Procurement Agent(s) with all the rules and procedures of the PPG.
- Supports management and the Chief Executive Officer of the MCA Entity in maintaining the integrity and confidentiality of the procurement process.
- Facilitates the preparation and submission to the Procurement Agent(s) of necessary procurement documents by the technical staff of the MCA Entity.
- Reviews reports submitted by the Procurement Agent(s).

- Manages the members of the MCA Entity procurement team.
- Approves procurement decisions in accordance with Attachment A to the PPG.
- Performs other tasks and responsibilities as requested by the Chief Executive Officer of the MCA Entity.
- Supervises the administration of procurement contracts.
- Monitors all planned procurement, identifies delayed procurements and provides recommendations.
- Ensures all compact implementation contracts are closed before the compact end date (or earlier date per the applicable contract terms).

Required Qualifications and Experience

- University degree in business administration, public administration, finance, law, international development or related field
- Approximately 7 to 8 years' experience developing and managing procurements in systems applying international standards
- Ability to coordinate with numerous distinct entities in overseeing and reporting on procurement activities
- Familiarity or experience with international donor institutions procurement guidelines and procedures, particularly those of the World Bank or the U.S. Government.
- Strong computer skills with Microsoft Office applications (Word, Excel, PowerPoint)
- Oral and written fluency in English (U.S. Government Level 4)
- Demonstrated ability to work collaboratively with domestic and international stakeholders and counterparts
- Superior organizational and time management skills
- Strong contract management skills